

Message

From: Janjic, Ksenija [Janjic.Ksenija@epa.gov]
Sent: 2/8/2017 1:04:16 PM
To: Carusiello, Chris [Carusiello.Chris@epa.gov]
Subject: RE: Table of Contents + a few notes for the FRAP deliverables
Attachments: [REDACTED] Site Tour 6.10.16 draft.docx

Oh, I forgot [REDACTED]. Here is [REDACTED]. Otherwise, you may be able to recognize some of the most recent field notes by the disclaimer at the top.

Ksenija Janjic
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US Environmental Protection Agency
Potomac Yards South, S6943
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From: Carusiello, Chris
Sent: Tuesday, February 07, 2017 3:02 PM
To: Janjic, Ksenija <Janjic.Ksenija@epa.gov>
Subject: Table of Contents + a few notes for the FRAP deliverables

Hi Ksenija,

Please find attached the draft Table of Contents for the flash drive that we are going to be sending to ORD/CDC/CPSC. Highlights are just for me to know which ones are complete.

I wanted to make sure the draft site visit notes were all the most recent versions with both of our notes added, so I've attached the ones I'm currently using as well. Please let me know if you have a more recent version of any of those notes and I'll update them.

This is how I did the formatting for the file names of the notes so that they would be uniform:

- "Final Meeting Summary" "Organization" "Date of Meeting" ; or
- "Final Meeting Transcript" "Organization" "Date of Meeting"
- Ex: "Final Meeting Summary [REDACTED] 6 28 16"

And this is the formatting for the site-visits:

- "Draft Site Visit Notes" "Organizations" "Date of Visit"
- Ex: "Draft Site Visit Notes [REDACTED] 2 9 16"

I did this for all of them except for the [REDACTED] notes (because of the back and forth) and the synthetic turf industry notes (I left the name "minutes" because we didn't record it but had Brandon's almost exact transcription).

Also, I think we'll need 5 flash drives total...

- 1) ORD: Jackie and OSP
- 2) ORD: RTP and research team
- 3) CPSC

- 4) CDC
- 5) OLEM: ORCR (us, optional)

Should I reach out to Tyrone or Anne to see about ordering them? Let me know what you think!

Thanks,
Chris

Chris Carusiello
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